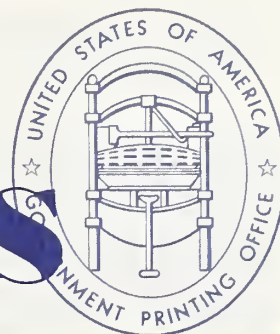






# Public Documents HIGHLIGHTS



Number 5

GP 3.27:5

August 1974



## Superintendent's Log

Because the response to "Public Documents Highlights" has been so great, we have revised the schedule so that the "Highlights" will now be circulated on a bi-monthly basis.

Have you any tips, advice, suggestions or ideas that other librarians could use? We are interested in short articles to be included in our "Librarians' Information Exchange."

Do you have suggestions for subjects to be covered in the "Highlights?" Do you have any general interest questions you want answered in the Questions and Answers column?



## Library and Depository Staff Notes

We would like you to know who we are and what we do, and that we have the usual human characteristics including, unfortunately, the human attribute of making mistakes.

In the Public Documents Library we have professional librarian catalogers who assign classification numbers to shipping list publications as well as other publications to be entered in the Monthly Catalog, do all cataloging and indexing for the Catalog, proofread the text and index of the Catalog, translate letters for the whole Public Documents area, and answer correspondence concerning classification numbers. These librarians also assign classification numbers to publications and advance order cards for sales stock, perform other miscellaneous classification, and are the contact between the Central Wash-

ington Office and the fourteen Regional Printing Procurement Offices located across the country.

There are data preparation clerks who enter the cataloging and indexing into the computer by way of typewriters connected by telephone to a computer located in the Government Printing Office.

An editorial assistant adds necessary notes and preliminary information, and generally reviews the order and content of the Catalog, as computer printouts are received.

Three employees work on the preparation of the serial set volumes, and the "Numerical Lists and Schedule of Volumes of Reports and Documents of Congress."

Employees, classified variously as clerk typists, multilith operators, and

(continued on page 3)

## Public Printer meets with Depository Library Council in New York

Public Printer Thomas F. McCormick met with the Depository Library Council of the Public Printer on Saturday, July 6, 1974 in New York City prior to the Annual Conference of American Library Association. The Council made a number of recommendations, including plans for inspecting libraries across the country, proposed standards for depository libraries, and the possibility of printing the SuDoc number in all material sent to depository libraries. The Council also discussed the Microtext Publishing Program and briefly touched on Bibliographic Control of Documents.

(continued on page 3)



# Superintendent of Documents Classification System

The basis of the Superintendent of Documents classifications system used in the Public Documents Library, and in the "Monthly Catalog," is the grouping together of publications of any Government author, the various departments, bureaus, and agencies being considered the authors. In the grouping, the organizational structure of the United States Government is followed; that is, subordinate bureaus and divisions are grouped with the parent organization. As the Government agencies are reorganized, the classification numbers are changed to reflect the new organization.

If a continuing series class is changed, the Public Documents Library does not change the earlier publications in the series. Only the publications received after the reorganization takes effect bear the new classes. Individual depository libraries handle the problem of split series in various ways: some follow our practice, some change the older publications to the new class and still others may continue on with the earlier class. Since the use of the Superintendent of Documents classification system is not mandatory, many adaptations, or even original numbers may be used by libraries to suit their individual needs. The use of the three-figure Cutter table can be used by libraries assigning their own class numbers to avoid conflict with classes which later might be assigned by the Public Documents

Library.

A question often arising is the choice of Cutter word in the title. The rule is to use the "key word." If there is more than one key word in a title, as often happens, the choice of a Cutter word depends on the viewpoint of the classifier and his opinion in deciding the best Cutter word. There is no definite rule, since publications vary. For example, in the Transportation Department "General Publications" class, we would try to avoid using "Transportation" as a Cutter word since the whole class is concerned with transportation. A publication entitled "Transportation of Children," issued by the Transportation Department would be Cuttered under "Children." The same title might be used for a publication of the Children's Bureau. In that case, since all publications concern children in some way, the same title would be Cuttered under "Transportation" in the Children's Bureau "General Publications" class. The word choice, which is very flexible, depends on the basic class, and how similar publications have been handled in that particular class in the past.

"An Explanation of the Superintendent of Documents Classification System" which gives more detailed information, is free upon request to: Library, Public Documents Department, Government Printing Office, Washington, D.C. 20402.

## Regional Depository Library Workshop

On July 13, 1974 the first Regional Depository Library Workshop was held in New York at the New York Sheraton Hotel following the American Library Association Meeting. Twenty-six (26) Regional Depository librarians were present or represented and eight visitors and representatives from other Depository Libraries also attended. The following staff members from the Government Printing Office were on hand to deliver addresses and answer questions regarding the depository program: Mr. W. H. Lewis, Assistant Public Printer (Superintendent of Documents), Mr. Earl Clement, Director, Documents Sales Service, Mr. Lee S. Sadler, Director, Library and Statutory Distribution Service, Mr. J. Livsey, Microform Program Manager, Mr. Norman N.

Barbee, Library Administrator and Workshop Coordinator, and Mrs. Virginia Saunders, Congressional Documents Specialist. Mr. LeRoy C. Schwarzkopf, Government Documents Librarian from the University of Maryland delivered an address on "How a library organizes Government Documents." Other topics discussed included the "Superintendent of Documents Classification System," "Sale of Government Documents," "Depository Library Law," "Depository Distribution and Filing of Claims," "Disposal of Depository Publications" and "Micropublishing."

The success of this Workshop and future ones should result in a better understanding of the Depository program and more efficient service.

# MICROFICHE EQUIPMENT



Increased interest in the use of microfiche within the library environment has prompted many questions regarding the availability of portable microfiche viewers for use in the library and as possible loan items for patron use.

A publication entitled MICROFICHE VIEWING EQUIPMENT GUIDE produced by the Defense Documentation Center provides a descriptive directory of microfiche viewers and viewer-printers that were manufactured or distributed in the United States through mid-1973. Detailed specifications, features and photographs are uniformly listed for each of the 92 models surveyed.

Mr. Ronald F. Gordon of the Defense Documentation Center is the author of the GUIDE. The publication is available for public sale through the National Technical Information Service, Springfield, Virginia 22151. The GUIDE is available under order number DDC-TR-73-2 (AD 767 500) at a unit price of \$5 per copy.

The 167 page GUIDE lists 23 factors to be considered in evaluating viewers and viewer-printers. The equipment descriptions used throughout the publication includes mailing addresses of the manufacturers.

## Telephone Numbers

For questions concerning depository claims, depository shipping lists, classification numbers, "Monthly Catalog" entries, and related subjects, you may call Mrs. Mae Collins, or Mr. Norman Barbee, in our library at (202) 541-2015.

For problems concerning sales orders, call (202) 541-2055.

For microform questions call J. Livsey at (202) 541-2751.



# Superintendent of Documents Classification System

# MICROFICHE EQUIPMENT

The basis of the Superintendent of Documents classifications system used in the Public Documents Library, and in the "Monthly Catalog," is the grouping together of publications of any Government author, the various departments, bureaus, and agencies being considered the authors. In the grouping, the organizational structure of the United States Government is followed; that is, subordinate bureaus and divisions are grouped with the parent organization. As the Government agencies are reorganized, the classification numbers are changed to reflect the new organization.

If a continuing series class is changed, the Public Documents Library does not change the earlier publications in the series. Only the publications received after the reorganization takes effect bear the new classes. Individual depository libraries handle the problem of split series in various ways; some follow our practice, some change the older publications to the new class and still others may continue on with the earlier class.

Since the use of the Superintendent of Documents classification system is not mandatory, many adaptations, or even original numbers may be used by libraries to suit their individual needs. The use of the three-figure Cutter table can be used by libraries assigning their own class numbers to avoid conflict with classes which later might be assigned by the Public Documents

Library.

A question often arising is the choice of Cutter word in the title. The rule is to use the "key word." If there is more than one key word in a title, as often happens, the choice of a Cutter word depends on the viewpoint of the classifier and his opinion in deciding the best Cutter word. There is no definite rule, since publications vary. For example, in the Transportation Department "General Publications" class, we would try to avoid using "Transportation" as a Cutter word since the whole class is concerned with transportation. A publication entitled "Transportation of Children," issued by the Transportation Department would be Cuttered under "Children." The same title might be used for a publication of the Children's Bureau. In that case, since all publications concern children in some way, the same title would be Cuttered under "Transportation" in the Children's Bureau "General Publications" class. The word choice, which is very flexible, depends on the basic class, and how similar publications have been handled in that particular class in the past.

"An Explanation of the Superintendent of Documents Classification System" which gives more detailed information, is free upon request to: Library, Public Documents Department, Government Printing Office, Washington, D.C. 20402.

## Regional Depository Library Workshop

On July 13, 1974 the first Regional Depository Library Workshop was held in New York at the New York Sheraton Hotel following the American Library Association Meeting. Twenty-six (26) Regional Depository librarians were present or represented and eight visitors and representatives from other Depository Libraries also attended. The following staff members from the Government Printing Office were on hand to deliver addresses and answer questions regarding the depository program: Mr. W. H. Lewis, Assistant Public Printer (Superintendent of Documents), Mr.

Barbee, Library Administrator and Workshop Coordinator, and Mrs. Virginia Saunders, Congressional Documents Specialist. Mr. LeRoy C. Schwarzkopf, Government Documents Librarian from the University of Maryland delivered an address on "How a library organizes Government Documents." Other topics discussed included the "Superintendent of Documents Classification System," "Sale of Government Documents," "Depository Library Law," "Depository Distribution and Filling of Claims," "Disposal of Depository Publications" and "Micropublishing."

The success of this Workshop and future ones should result in a better understanding of the Depository program and more efficient service.



Increased interest in the use of microfiche within the library environment has prompted many questions regarding the availability of portable microfiche viewers for use in the library and as possible loan items for patron use.

A publication entitled MICROFICHE VIEWING EQUIPMENT GUIDE produced by the Defense Documentation Center provides a descriptive directory of microfiche viewers and viewer-printers that were manufactured or distributed in the United States through mid-1973. Detailed specifications, features and photographs are uniformly listed for each of the 92 models surveyed.

Mr. Ronald F. Gordon of the Defense Documentation Center is the author of the GUIDE. The publication is available for public sale through the National Technical Information Service, Springfield, Virginia 22151. The GUIDE is available under order number DDC-TR-73-2 (AD 767 500) at a unit price of \$5 per copy.

The 167 page GUIDE lists 23 factors to be considered in evaluating viewers and viewer-printers. The equipment descriptions used throughout the publication includes mailing addresses of the manufacturers.

## Telephone Numbers

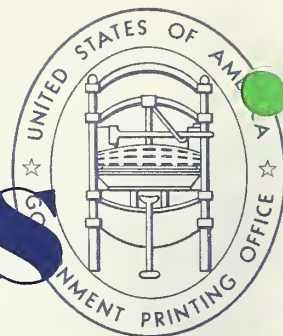
For questions concerning depository claims, depository shipping lists, classification numbers, "Monthly Catalog" entries, and related subjects, you may call Mrs. Mae Collins, or Mr. Norman Barbee, in our library at (202) 541-2015.

For problems concerning sales orders, call (202) 541-2055.

For microform questions call J. Livsey at (202) 541-2751.



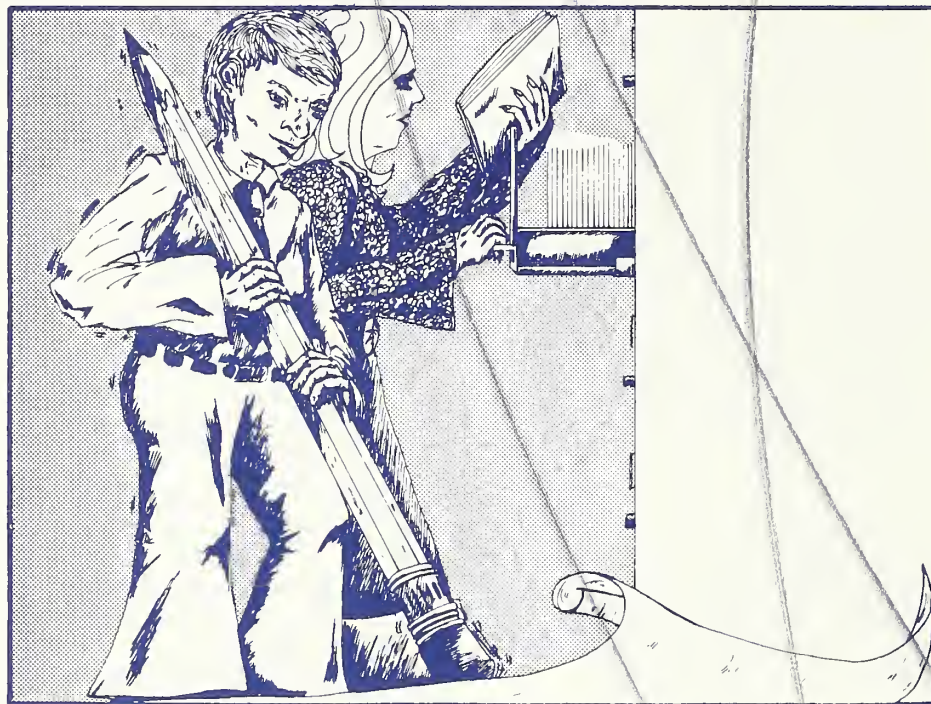
# Public Documents HIGHLIGHTS



Number 5

GP 3.27:5

August 1974



## Superintendent's Log

Because the response to "Public Documents Highlights" has been so great, we have revised the schedule so that the "Highlights" will now be circulated on a bi-monthly basis.

Have you any tips, advice, suggestions or ideas that other librarians could use? We are interested in short articles to be included in our Librarians' Information Exchange."

Do you have suggestions for subjects to be covered in the "Highlights?" Do you have any general interest questions you want answered in the Questions and Answers column?

## Library and Depository Staff Notes

We would like you to know who we are and what we do, and that we have the usual human characteristics including, unfortunately, the human attribute of making mistakes.

In the Public Documents Library we have professional librarian catalogers who assign classification numbers to shipping list publications as well as other publications to be entered in the Monthly Catalog, do all cataloging and indexing for the Catalog, proofread the text and index of the Catalog, translate letters for the whole Public Documents area, and answer correspondence concerning classification numbers. These librarians also assign classification numbers to publications and advance order cards for sales stock, perform other miscellaneous classification, and are the contact between the Central Wash-

ington Office and the fourteen Regional Printing Procurement Offices located across the country.

There are data preparation clerks who enter the cataloging and indexing into the computer by way of typewriters connected by telephone to a computer located in the Government Printing Office.

An editorial assistant adds necessary notes and preliminary information, and generally reviews the order and content of the Catalog, as computer printouts are received.

Three employees work on the preparation of the serial set volumes, and the "Numerical Lists and Schedule of Volumes of Reports and Documents of Congress."

Employees, classified variously as clerk typists, multilith operators, and

(continued on page 3)

## Public Printer meets with Depository Library Council in New York

Public Printer Thomas F. McCormick met with the Depository Library Council of the Public Printer on Saturday, July 6, 1974 in New York City prior to the Annual Conference of American Library Association. The Council made a number of recommendations, including plans for inspecting libraries across the country, proposed standards for depository libraries, and the possibility of printing the SuDoc number in all material sent to depository libraries. The Council also discussed the Microtext Publishing Program and briefly touched on Bibliographic Control of Documents.

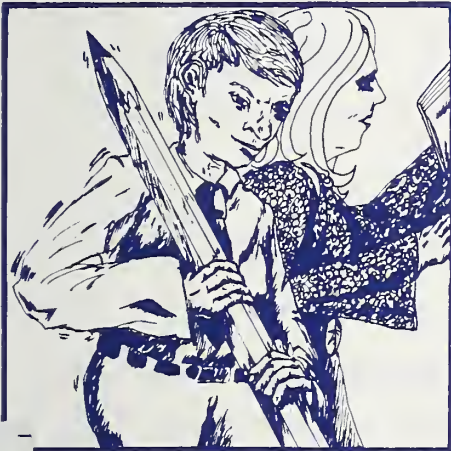
(continued on page 3)



# Library Council in New York

(continued from page 1)

Attending the meeting with the Public Printer were Mr. W. H. Lewis, Assistant Public Printer (Superintendent of Documents); Mr. J. Livsey, Microform Program Manager, Mrs. Mae Collins, Chief of Library Division, Mr. Norman N. Barbee, Library Administrator. Mrs. Rosemary Cribben, Staff Director of the Joint Committee on Printing was also present at the meeting.



## Staff Notes

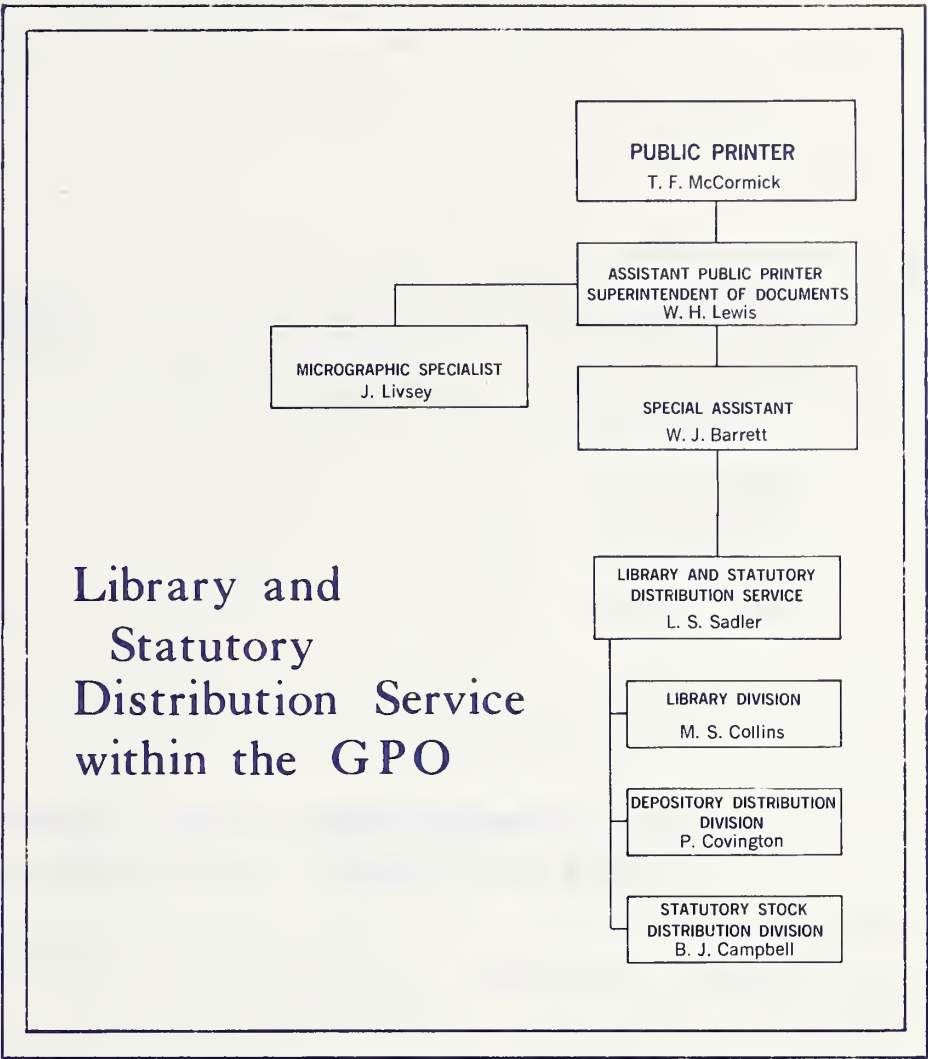
(continued from page 1)

stockmen, take care of the maintenance of the shelf list, the library collection, collect the mail, multilith cards for the library and other sections of the Office, and perform other similar miscellaneous duties.

The employees working in the Depository Unit in the Library are responsible for many phases of the depository program. They take care of correspondence concerning designation of depositories, establish new item numbers, prepare shipping lists and surveys, make new item distribution books after the completion of surveys, and keep records concerning number of copies needed for distribution on each item number. They fill claims for missing publications and answer inquiries for over 1100 depository libraries.

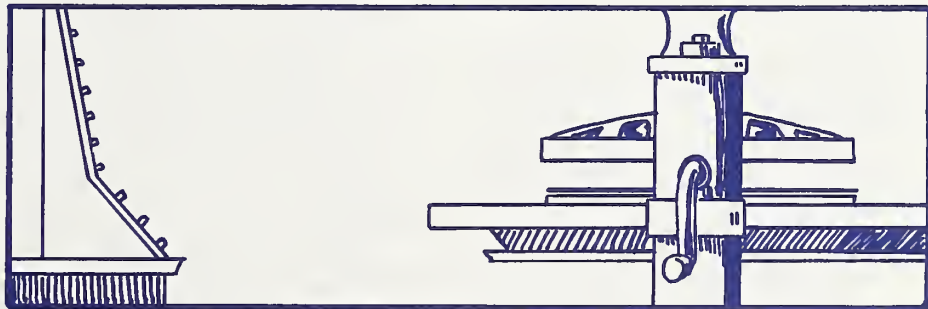
A supervisory librarian and a library administrator are responsible for the varied work carried on by these employees. As of July 19, 1974, 29 people are employed in the library.

Occasionally, employees from the Library are asked to represent the Office at various library workshops and conferences, and visit depository libraries.



## Library and Statutory Distribution Service within the GPO

## Non - GPO Material



The Public Printer has made an effort to broaden the scope of Non-GPO printed material now being sent to Depository Libraries and included in the Monthly Catalog.

Circular Letter No. 105 was sent to Federal Government departments and agencies on September 12, 1973 reminding them that under Section 1710 of the U.S. Code, Title 44, all Government departments are required to furnish to the Superintendent of Documents one copy of each publication issued by them to enable the Super-

intendent of Documents to list every printed and processed publication of the Government, whether printed at the Government Printing Office or elsewhere, in the Monthly Catalog of U.S. Government publications. Circular Letter No. 110 was sent to the same agencies on July 5, 1974 advising them of their obligation under Section 1903, U.S. Code, Title 44, to furnish to the Superintendent of Documents copies of publications not printed by GPO for distribution to depository libraries.

# LIBRARIANS' INFORMATION EXCHANGE

Middlebury College Library in Vermont uses locators to speed location of Government documents.

Insert between documents so that the label hangs from the shelf.

Y4. In 8/15:

HOUSE  
INTERNAL  
SECURITY

The long part rests on the shelf between documents, and the label part hangs from the shelf.

## Questions and Answers on the Depository Operation and Documents Sales Service

*Q. Should we use SuDoc or stock number when ordering a publication?*

A. When ordering publications give both SuDoc number and stock number, if possible, as well as the title, and date or edition number.

*Q. Why do I have so much trouble when I use my depository account number when I order publications?*

A. Depository library numbers and deposit account numbers are two different things. A deposit account (not depository account) means that money has been deposited with the Government Printing Office to be used for the purchase of publications. A depository number is used in the free distribution of material under the Depository Library Law. Correspondence dealing with deposit accounts should be addressed to the Superintendent of Documents; depository library correspondence should be addressed to the Public Documents Library.

*Q. Can one walk into a bookstore and make a purchase on a deposit account registered with GPO in Washington?*

A. If you have a deposit account with the GPO in Washington, purchases may be made in local bookstores charging the publications to this account.

*Q. Can we borrow a publication from the Library at GPO?*

A. The Public Documents Library does not make interlibrary loans. Most of the older books were transferred to the National Archives in 1972 where they are available for on-site use.

*Q. Why are publications distributed to depository libraries in such irregular order? Is it some peculiar priority system which defies explanation?*

A. The erratic distribution of depository publications is due to lack of work and storage space in the section responsible for mailing the publications. We will shortly be moving into a larger area where the work can be organized to better advantage, and a new distribution system can be implemented. With the new facilities we hope to eliminate the backlog of undistributed publications, and keep current once this is accomplished.

*Q. Could the depository item numbers be further broken down so that a library would not have to take fluff along with valuable publications?*

A. At the present time there are approximately 3,000 depository items, which constitute 3,000 separate mailing lists in this Office. Further breakdown within these series to eliminate "fluff," particularly in our "catch-all" classes such as "General publications," "Handbooks, manuals, guides," and "Addresses" classes, would not be feasible. This would require treating each publication individually with no definitely delineated categories.

"Public Documents Highlights" is circulated bi-monthly by the Superintendent of Documents, Washington, D.C. 20402, and is mailed at first class postage rates. "Public Documents Highlights" is intended primarily for librarians of the Federal Depository Library Program. Material proposed for circulation may be submitted to the Editor, Public Documents Highlights, Public Documents Department, Box 1533, Washington, D.C. 20002. The Superintendent of Documents, however, retains the right to accept such material, to edit it, and to assign priorities of circulation.



# LIBRARIANS' INFORMATION EXCHANGE

Middlebury College Library in Vermont uses locators to speed location of Government documents.

Insert between documents so that the label hangs from the shelf.

**Y4. In 8/15:**  
**HOUSE**  
**INTERNAL**  
**SECURITY**

The long part rests on the shelf between documents, and the label part hangs from the shelf.

## Questions and Answers on the Depository Operation and Documents Sales Service

- Q. Should we use SuDoc or stock number when ordering a publication?*
- A. When ordering publications give both SuDoc number and stock number, if possible, as well as the title, and date or edition number.
- Q. Why do I have so much trouble when I use my depository account number when I order publications?*
- A. Depository library numbers and deposit account numbers are two different things. A deposit account (not depository account) means that money has been deposited with the Government Printing Office to be used for the purchase of publications. A depository number is used in the free distribution of material under the Depository Library Law. Correspondence dealing with deposit accounts should be addressed to the Superintendent of Documents; depository library correspondence should be addressed to the Public Documents Library.
- Q. Can one walk into a bookstore and make a purchase on a deposit account registered with GPO in Washington?*
- A. If you have a deposit account with the GPO in Washington, purchases may be made in local bookstores charging the publications to this account.
- Q. Can we borrow a publication from the Library at GPO?*
- A. The Public Documents Library does not make interlibrary loans. Most of the older books were transferred to the National Archives in 1972 where they are available for on-site use.
- Q. Why are publications distributed to depository libraries in such irregular order? Is it some peculiar priority system which defies explanation?*
- A. The erratic distribution of depository publications is due to lack of work and storage space in the section responsible for mailing the publications. We will shortly be moving into a larger area where the work can be organized to better advantage, and a new distribution system can be implemented. With the new facilities we hope to eliminate the backlog of undistributed publications, and keep current once this is accomplished.
- Q. Could the depository item numbers be further broken down so that a library would not have to take fluff along with valuable publications?*
- A. At the present time there are approximately 3,000 depository items, which constitute 3,000 separate mailing lists in this Office. Further breakdown within these series to eliminate "fluff," particularly in our "catch-all" classes such as "General publications," "Handbooks, manuals, guides," and "Addresses" classes, would not be feasible. This would require treating each publication individually with no definitely delineated categories.

"Public Documents Highlights" is circulated bi-monthly by the Superintendent of Documents, Washington, D.C. 20402, and is mailed at first class postage rates. "Public Documents Highlights" is intended primarily for librarians of the Federal Depository Library Program. Material proposed for circulation may be submitted to the Editor, Public Documents Highlights, Public Documents Department, Box 1533, Washington, D.C. 20013. The Superintendent of Documents, however, retains the right to accept such material, to edit it, and to assign priorities of circulation.

## Library Council in New York

(continued from page 1)

Attending the meeting with the Public Printer were Mr. W. H. Lewis, Assistant Public Printer (Superintendent of Documents); Mr. J. Livsey, Microform Program Manager, Mrs. Mae Collins, Chief of Library Division, Mr. Norman N. Barbee, Library Administrator, Mrs. Rosemary Cribben, Staff Director of the Joint Committee on Printing was also present at the meeting.



## Staff Notes

(continued from page 1)

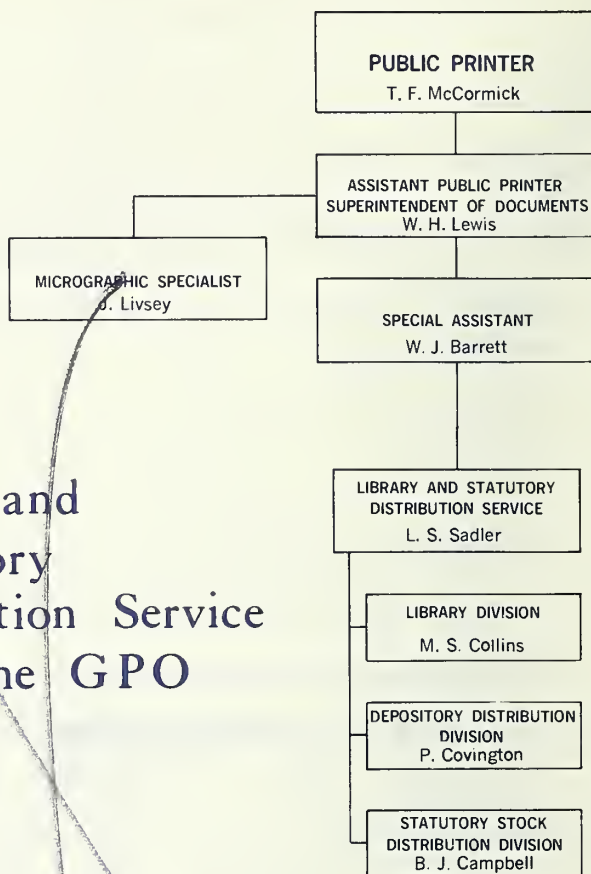
stockmen, take care of the maintenance of the shelf list, the library collection, collect the mail, multilith cards for the library and other sections of the Office, and perform other similar miscellaneous duties.

The employees working in the Depository Unit in the Library are responsible for many phases of the depository program. They take care of correspondence concerning designation of depositories, establish new item numbers, prepare shipping lists and surveys, make new item distribution books after the completion of surveys, and keep records concerning number of copies needed for distribution on each item number. They fill claims for missing publications and answer inquiries for over 1100 depository libraries.

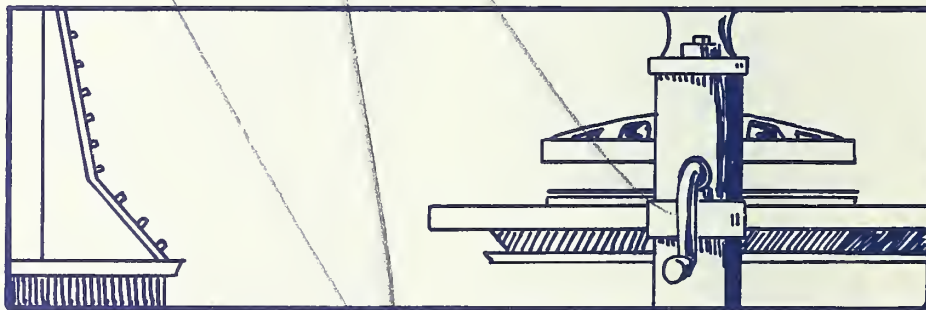
A supervisory librarian and a library administrator are responsible for the varied work carried on by these employees. As of July 19, 1974, 29 people are employed in the Library.

Occasionally, employees from the Library are asked to represent the Office at various library workshops and conferences, and visit depository libraries.

## Library and Statutory Distribution Service within the GPO



## Non-GPO Material



The Public Printer has made an effort to broaden the scope of Non-GPO printed material now being sent to Depository Libraries and included in the Monthly Catalog.

Circular Letter No. 105 was sent to Federal Government departments and agencies on September 12, 1973 reminding them that under Section 1710 of the U.S. Code, Title 44, all Government departments are required to furnish to the Superintendent of Documents one copy of each publication issued by them to enable the Super-

intendent of Documents to list every printed and processed publication of the Government, whether printed at the Government Printing Office or elsewhere, in the Monthly Catalog of U.S. Government publications. Circular Letter No. 110 was sent to the same agencies on July 5, 1974 advising them of their obligation under Section 1903, U.S. Code, Title 44, to furnish to the Superintendent of Documents copies of publications not printed by GPO for distribution to depository libraries.





No. 2-153LGN

UPC 12134

[smead.com](http://smead.com) • Made in USA



